

Board of Directors, Shuswap Theatre Society - Board Meeting Minutes
February 28, 2023, 7:00 pm
Shuswap Theatre, Salmon Arm, BC

In attendance: Nedine Scott, Sherry Bowlby, Howard DeLong, Laura Demulder, Mary Fabian, Susan MacMillan, Heather Stefanek, Winston Lee-Hai, Meredith Rusk.

Regrets: Peter Molnar

Guest: Elizabeth Ann Skelhorne, Cilla Budda, Craig Massey.

Call to order - 7:00 pm

Land Acknowledgement

Shuswap Theatre acknowledges that its theatre and activities held within it are carried out on the traditional territory of the Secwepemc People. We are grateful and pay respect to the elders, past and present, descendants and custodians of these lands.

Agenda

Motion by Howard DeLong that the agenda be approved as amended. Seconded by Mary Fabian. Carried.

Board Meeting Minutes

Motion by Heather Stefanek that the minutes of January 17, 2023 be adopted. Seconded by Sherry Bowlby. Carried.

Finance:

1. **Treasurer's Report (Sherry)** – Financial documentation was e-mailed to Board members prior to this meeting. ST is in a sound financial position.

MOTION by Mary Fabian to accept the financial report as presented. Seconded by Heather Stefanek. Carried.

Susan will need updates about Operation Facelift donations from March 9 to 26, while Howard and Mary are away. Sherry will forward this information to her so that the on-line and Green Room donation/sponsorship thermometers can be updated.

Nedine will contact Pauline Waelti (Front of House) for her input on what types of mugs/cups/glasses might work best for patrons. Glass? Paper?

2. **Funding and Sponsorship Committee Report (Howard)** – Highlights of attached report:

- We did not receive the \$25,000 Gaming Grant. One of the reasons is because our bylaws do not indicate that Board Directors do not receive remuneration. This bylaw should be reviewed before the 2023 AGM.
- We found out through a recent newspaper article that ST was awarded \$2,000 from Columbia-Shuswap Regional District.
- We won't receive info about two other major grants of \$25,000 (Community Services Recovery Fund and Coop Community Spaces) until summer.
- 2 of the 3 local Rotary clubs have already been approached regarding sponsorships.
- The target of \$2,000 for Sponsorships for *The 39 Steps* was met.

Discussion about informing the public that ST will be contributing funds from its coffers to *Operation Facelift* – this is indicated in the sponsorship and donor letters for the project. Sherry suggested that grant applications should indicate ST has \$25,000 in reserve for capital projects.

MOTION by Susan MacMillan that Shuswap Theatre earmark \$10,000 from its coffers to *Operation Facelift*. Seconded by Heather Stefanek.

Then, after more discussion:

MOTION by Meredith Rusk that the above MOTION be tabled to the next Board meeting on March 21, 2023. Seconded by Heather Stefanek. Carried.

Board Business:

3. **Volunteers (Mary)** – An ad for a Volunteer Coordinator has now run in 3 editions of *The Prompter* in 2023. Only 2 people have contacted Mary as a result of the ad, but they were interested in volunteering in general, rather than in the advertised position. Julia Body will act as an interim volunteer coordinator until a suitable candidate comes forward for this position. Susan clarified that the form for interested volunteers was removed from the ST website some time ago. The lack of volunteers is creating a sustainability issue for ST in that many current volunteers are feeling burn-out.
4. **Rental Rates Proposal (Cilla Budda)** – Cilla presented a proposal for increasing the rental rates of the theatre. ST rates have remained the same since 2020, while rental rates for other venues have increased. Cleaning costs are a new item in the rate structure. Much discussion occurred about the need for pricing to be consistent for the rental of different parts of the building (kitchen, stage, etc.)

MOTION by Susan MacMillan to approve Shuswap Theatre's rental rates to the agreed-upon figures, except for the meeting room amount. Seconded by Meredith Rusk. Carried.

5. **Opening Night Gala Proposal (Craig Massey)** – Craig worked the bar on opening night of *The 39 Steps*. The gross sales were about \$30. Liquor permits are now very expensive. Though having a bar on opening night is no longer a money maker, a bar may do well for other shows that are not part of the regular season. Further discussion on this topic should occur before the next season.

Artistic:

6. **Artistic Committee (Laura)** – The AC will meet in the next few weeks, after not having been able to meet this past month. As a result, the season for 23/24 has not been finalized - May is the deadline. ST is in desperate need of people to support future shows in terms of lights, sound, backstage, etc. Julia Body will bring the application form for prospective play Directors to the next AC meeting.

7. **The 39 Steps (Laura)** – The recent snow storm was to blame for a reduced crowd on opening night. This quality show has received a few standing ovations. Laura has had to do double-duty as Producer and back-stage person, due to limited volunteers to support the show. Things are on track budget-wise. A high-school theatre class will be attending the PWYCT show. Meredith has been promoting the PWYCT show by placing posters in select locations.
8. **Concord Floral (Ann Skelhorne)** – Jaci Metivier and Nedine Scott will be Producers for this show. A Stage Manager is still needed, as is one more character. There is no budget yet. There is still no word from Theatre BC about when a tech tour will occur at the hosting Kelowna theatre.
9. **Theatre On the Edge TOTE (Ann Skelhorne)** – The TOTE team has not yet met. The application deadline for performers is in 15 days. Seven applications have been submitted so far, though not all payments have been received. Ann is working on an agreement for a workshop about creating a safe place in theatre (to be presented by a TOTE applicant), at the cost of \$250 for 3 hours. TOTE is still without a confirmed Director of Indigenous Programming. It is still not known whether TOTE will be able to use the alley beside the theatre.

The status of our funding applications for \$17,000 and \$6,000 will be known in March and June, respectively.

Building:

Building Façade Project

10. **Operation Facelift Fundraising Committee (Howard)** – We are now in the 2nd phase of fundraising, with around 50 businesses having been delivered the sponsorship package. Current pledged funds total around \$33,000. The status of other grant applications should be known in March.
 - **Fundraising Events (Heather)** – All is proceeding well with the planning for 2 fundraising events: Laughing Gas Improv and Chris Harris photography. The distribution of posters will occur soon. Craig Massey will work the bar for the improv event instead of Teresa McKerral.

Building Design Committee (Craig Massey) – On April 1st, a contractor is set to begin the removal the exterior of the front of the building and to remove the exterior stairs, which will be replaced with a metal staircase. Additional quotes are being sought for the construction of the new, metal staircase. The committee had been struggling with the design of the façade, so it has been consulting with local designer Warren Welter, who has shared some preliminary ideas. The committee agreed with Warren’s idea of foregoing an electronic marquee (\$20,000). The committee is not ready to present a new design to the Board.

11. **Building General Update (Cilla Budda)** – There is an on-going issue with pigeon excrement above the actors’ entrance. Craig Massey will be looking into this. The contracted electrician has still not fixed the exterior lights which remain on all of the time. Craig has ordered a replacement door for the one leading to the alley from the Green Room.
 - **Spring Cleaning Date** - April 2nd has been set as the tentative date for the annual spring cleaning of the building. This could tie in with the clean-up of the props room, which has been postponed since last fall.

Meeting adjourned at 8:35 pm

Next meeting: March 21, 2023, at 7:00 pm

Minutes recorded by Mary Fabian